Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
User Manual
(IAPS)

Version 3.7

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1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DoD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to $22 billion.

In addition to managing all DoD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DoD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of Electronic Data Interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DoD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and a reduction in the submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a Value-Added Network (VAN). The Electronic Commerce Resource Center (ECRC) Technology Development Activity (TDA) was tasked with developing a cost effective EDI solution to enable small- to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

ECRC TDA developed invoice/voucher entry applications that are accessible via the Internet on the World Wide Web (Web).

An Overview of the DFAS Web Invoicing System (WInS)

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a "browser") are required. Once online, a vendor inputs the DFAS WInS Uniform Resource Locator (URL) https://ecweb.dfas.mil into the browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversions are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third party tampering.

DFAS opts for an application that collects invoices from vendors through a Web browser interface and temporarily stores them in a database that resides on the invoice entry Web server. At a DFAS-determined time, an extraction procedure will be executed with which the invoices will be written to a flat file and passed on to an EDI translator residing on the invoice entry Web server. The EDI translator on the server will convert the invoices to American National Standards Institute (ANSI) X12 810 documents. The 810 documents are forwarded to the Defense Information Systems Agency (DISA) gateway, where they are converted into business application integration files (i.e., User-Defined Files or UDFs). The UDFs are then transmitted to the particular business process system's operation center. The DFAS operation centers will execute integration programs that will load the invoices into the appropriate business system for processing and payment. Figure 1a provides a graphic illustration of this concept.

DFAS Web Invoicing System (WInS) Technical Diagram

- Vendors will enter invoices via a WEB Browser
- Invoices are collected on a DFAS WEB Server
- Invoices are converted to X12 810s at DFAS Server
- X12 are moved to DISA EDI gateway
- DISA converts invoices to DFAS Payment System User Defined File (UDF)
- UDF is moved to DFAS Payment System
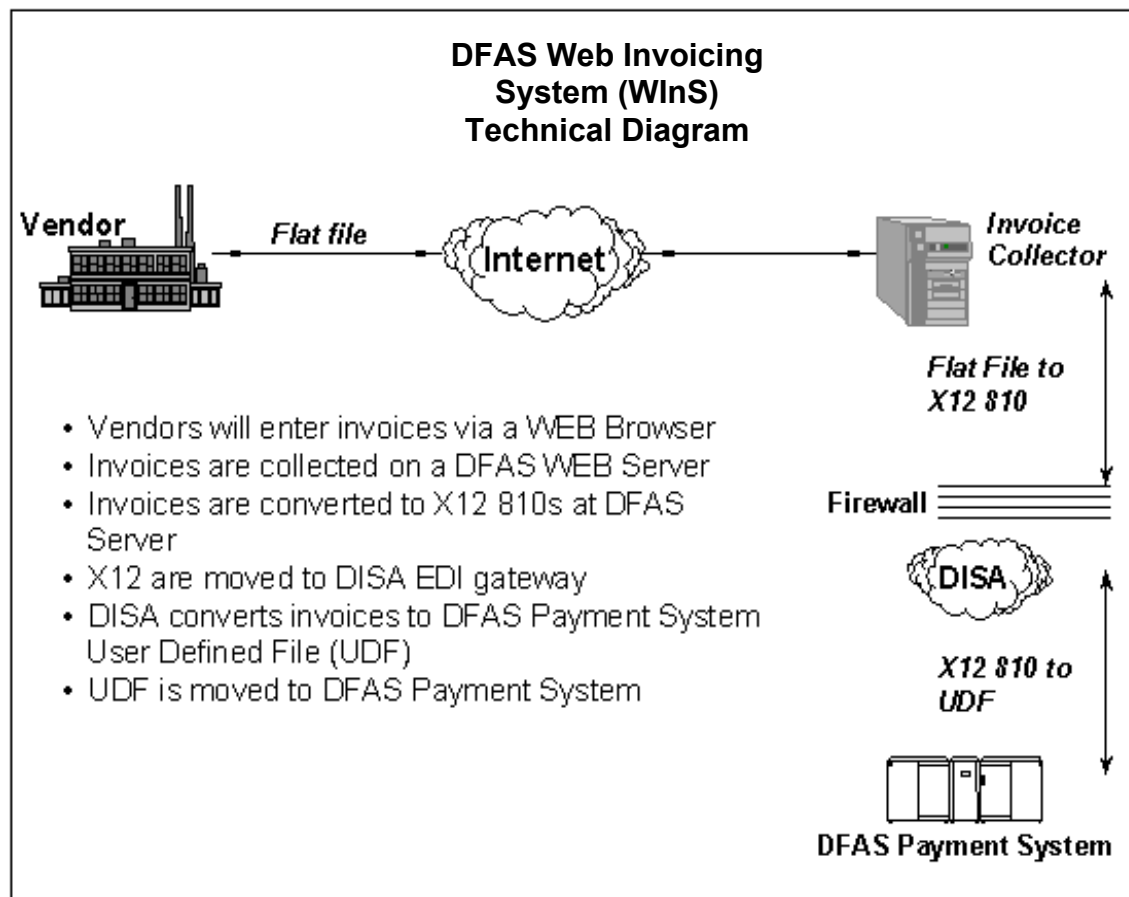
Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram

The DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334)

416-5845 or (334) 416-2992 or by electronic mail to ecwebad@gunter.af.mil. Presently, the DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), Standard Accounting and Reporting System (STARS), and Computerized Accounts Payable System (CAPS) payment systems. The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 depicts the future DFAS WInS capability

TABLE 1. DFAS WEB INVOICING SYSTEM (WInS) CAPABILITY

PAYMENT SYSTEM	DoD ORGANIZATION SUPPORTED	ESTIMATED IMPLEMENTATION DATE
Integrated Accounts Payable System (IAPS)	Air Force Vendor Pay	1st Quarter CY01

Mechanization of Contract Administration Services (MOCAS)

The Mechanization of Contract Administration Services (MOCAS) pays invoices for hardware supplies as well as for services. MOCAS uses EDI for receipt and storage of commercial invoices, requests for progress payment, and public/cost vouchers.

Table 2 outlines the DFAS payment offices that currently use MOCAS as their administrative and payment system. Vendors currently doing business with any of these payment offices are qualified to use the DFAS WInS.

TABLE 2. MOCAS PAYMENT OFFICES

DFAS-CO MASTER CUSTOMER SERVICE NUMBER

1-800-756-4571

MOCAS PAYMENT OFFICE NAME	MOCAS PAYMENT OFFICE ADDRESS	MOCAS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
North Entitlements	DFAS-CO-JN	HQ0337	**Press 1 for all MOCAS Entitlements**
Bunker Hill Division	DFAS-CO-JNB	SC1016	then press 1
Minuteman Division	DFAS-CO-JNC	SC1032	then press 1
New Dominion Division	DFAS-CO-JNF	SC1018	then press 1
South Entitlements	DFAS-CO-JS	HQ0338	**Press 1 for all MOCAS Entitlements**
Capitol Division	DFAS-CO-JSC	HQ0338	then press 2
Chesapeake Division	DFAS-CO-JSD	HQ0338	then press 2
Southeast Division	DFAS-CO-JSA	HQ0338	then press 2
West Entitlements	DFAS-CO-JW	HQ0339	**Press 1 for all MOCAS Entitlements**
Gulfcoast Division	DFAS-CO-JWA	HQ0339	then press 3
Gateway Division	DFAS-CO-JWB	HQ0339	then press 3
DPRO West Division	DFAS-CO-JWD	HQ0339	then press 3
Santa Ana Division	DFAS-CO-JWT	HQ0339	then press 3
Van Nuys Directorate	DFAS-CO-JWV	HQ0339	then press 3

Standard Automated Materials Management System (SAMMS)

The Standard Automated Materials Management System (SAMMS) entitles invoices generated from Defense Logistics Agency commodity supply center contracts.

Table 3 outlines DFAS paying offices that currently use SAMMS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 3. SAMMS PAYMENT OFFICES

DFAS-CO MASTER CUSTOMER SERVICE NUMBER

1-800-756-4571

SAMMS CONTRACT ISSUING ACTIVITY	SAMMS PAYMENT OFFICE ADDRESS	SAMMS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE**
Defense Supply Center Columbus (DSCC) -Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181	Press 2 then press 2
Defense Supply Center Columbus (DSCC) - Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184	Press 2 then press 2
Defense Supply Center Richmond (DSCR) - General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200	Press 2 then press 2
DFAS Columbus BSM Payment Office	DFAS-BVDP	SL4701	Press 2 then press 2

*Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based on the date their contract was awarded.

Standard Accounting and Reporting System (STARS)

The Standard Accounting and Reporting System (STARS) pays Navy General Funds invoices. WInS currently has capability to pass Navy field level STARS Commercial Invoices to STARS. Public Vouchers will be available in 3rd Quarter CY00.

Table 4 outlines DFAS Cleveland Center's paying offices that currently use STARS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 4. STARS PAYMENT OFFICES

STARS CONTRACT ISSUING ACTIVITY	STARS PAYMENT OFFICE ADDRESS	STARS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
Defense Finance and Accounting Service (DFAS) - Honolulu	DFAS-PC	N45924	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Pensacola	DFAS-PE	N68566	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Charleston	DFAS-CH	N8892	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Norfolk	DFAS-NO	N45924	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Oakland	DFAS-OK	N68994	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - San Diego	DFAS-SD	N68688	216-204-7025 or 216-204-7021

Computerized Accounts Payable System (CAPS)

The Computerized Accounts Payable System (CAPS) pays invoices for the Army.
Table 5 outlines DFAS paying offices that currently use CAPS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 5. CAPS PAYMENT OFFICES

CAPS PAYMENT OFFICE	CAPS PAYMENT OFFICE ADDRESS	CAPS PAYMENT OFFICE DODAAC	CUSTOMER SERVICE
LAWTON/FT. SILL	DFAS-LW	HQ0300	(317) 510-2358
ROME	DFAS-RO	HQ0302	(317) 510-2358
LEXINGTON	DFAS-LE	HQ0335	(317) 510-2358
NORFOLK	DFAS-NO	HQ0348	(317) 510-2358
KANSAS CITY	DFAS-KC	M67443	(317) 510-2358
SAN ANTONIO	DFAS-SA	HQ0345	(317) 510-2358

Integrated Accounts Payable System (IAPS)

The Integrated Accounts Payable System (IAPS) pays invoices for the Air Force.

Table 5 outlines DFAS paying offices that currently use IAPS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 6. IAPS PAYMENT OFFICES

IAPS PAYMENT OFFICE	IAPS PAYMENT OFFICE ADDRESS	IAPS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE
DAYTON	DFAS-DY	F03000	1-800-373-3184
LIMESTONE	DFAS-LI	F67100	1-800-390-5620
OMAHA	DFAS-OM	F25700	1-800-330-8168
PACIFIC	DFAS-PC	F68300	1-888-718-3028
SAN BERNARDINO	DFAS-SB	F72300	1-800-779-1903
RAMSTEIN	DFAS Europe	F78500	w/in Germany: 0631-536-6322 w/in US: 011-49-631-536-6322
OSAN		F77800	W/in Korea: 661-784-6585 w/in US: 011-82-333-661-6585
SAN ANTONIO	DFAS-SA	F60700	1-888-478-5636
JAPAN	DFAS-JN	F68800	011-81-311-755-3809

Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using the DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DoD. for STARS, vendors may register if they have had a contract within the past six months.

2. Have delivered products or services to the DoD that require payment.

3. Conduct business with a DFAS paying office that has WInS templates (Table 2, page 1-11, Table 3, page 1-12, Table 4, page 1-13, and Table 5, above).

4. Have a computer and modem. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact a regional ECRC at 800-231-2772 for assistance or the WInS System Administrators at (334-416-5845 or 334-416-2992).

5. Have an Internet Service Provider (ISP) that is JAVA capable. DFAS recommends the use of Version 5.0 or higher for Microsoft Internet Explorer and Version 4.0 or higher for Netscape Communicator.

   If using Microsoft Internet Explorer, it is important to do the following to ensure correct use of the system. From IE, select **Tools - Internet Options**. Select the **General** Tab. Then select **Settings**. Here, make sure that IE will check for newer versions of stored pages on every visit to the page. Check the radio button next to this option and be sure to select OK to save the changes. The Settings menu is shown in the figure below (Figure 1b). <u>Note: The settings for your browser may be different. Only make the change explained above.</u>
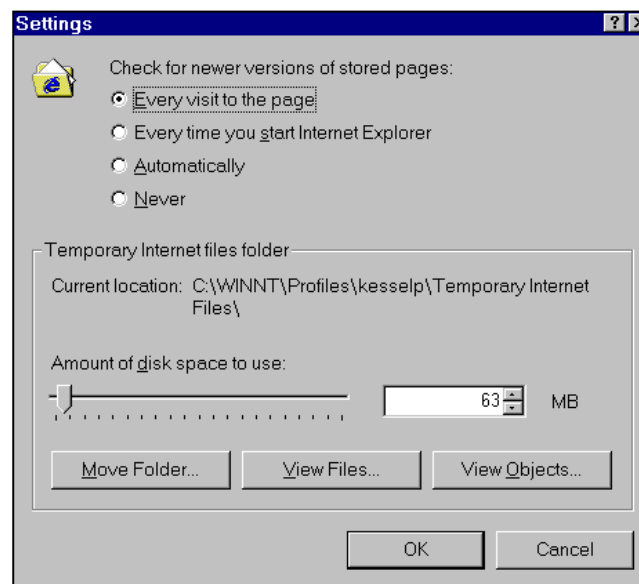
Figure 1b. Microsoft Internet Explorer Settings

   If using Netscape, it is important to do the following to ensure correct use of the system. From IE, select **Edit - Preferences**. Select the **Advanced** Category. Then select **Cache**. Here, make sure that Netscape will compare document in cache to document on network every time a document is loaded. Check the radio button next to **Every time** and be sure to select OK to save the changes. The **Cache** menu is shown in the figure below (Figure 1c). Note: The settings for your browser may be different. Only make the change explained above.
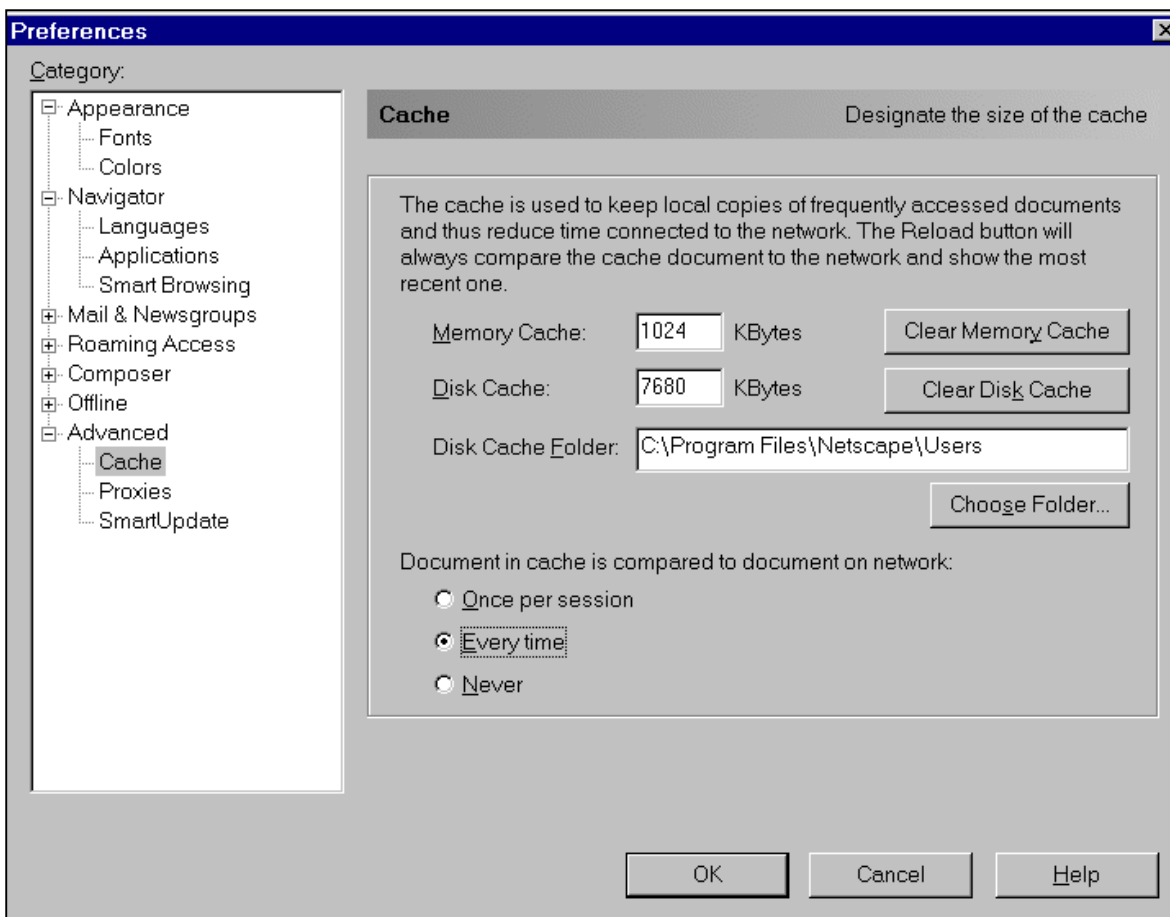
Figure 1c. Netscape Settings

6. Have knowledge of the Internet and its use. (A regional ECRC servicing the vendor location can provide government-funded training about the Internet, as well as other electronic commerce technologies and WInS).

Restrictions: A vendor may not use this application for:

1. Invoices or vouchers (except MOCAS Requests for Progress Payments) that must be signed by a DoD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DoD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.

2. Vouchers (SF 1034) until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. Even with approval, first and last vouchers for a new contract, or new delivery order on an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.

3. Invoices or vouchers with transportation costs of $190.00 or greater for MOCAS and $250.00 or greater for SAMMS.

Procedures:

Step 1: Access the DFAS WInS Web site (https://ecweb.dfas.mil) to:

a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. Clicking the Help button on the WInS Home Page (Section 2, page 1-21) accesses this startup/test information.

b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4, page 1-25) accessed from the **New Account Button** on the **WInS Home Page** (Section 2, page 1-21). The DFAS WInS System Administrator will send you a Username and password via e-mail generally within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management system and Web browser features and functions that facilitates data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload from the user into WInS is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices. Batch submission is a method for extracting invoice/voucher data from the user's billing system automatically and converting into an ASCII text file. This relieves the user from manual data entry into the Web site yet still provides the same tracking status enjoyed by manual entry users.

All users should understand these capabilities prior to using the system. A regional ECRC servicing the vendor location can provide government-funded training on using DFAS WInS.

> *Note:* Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur. The WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SLL impact on your browser choice.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see next page). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (See below). Each WInS Application Screen has a **Help Button**, which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, displays the dropdown list.

Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button for that screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. For example, Figure 1d (page 1-20) depicts an example of a WInS JavaScript Alert.
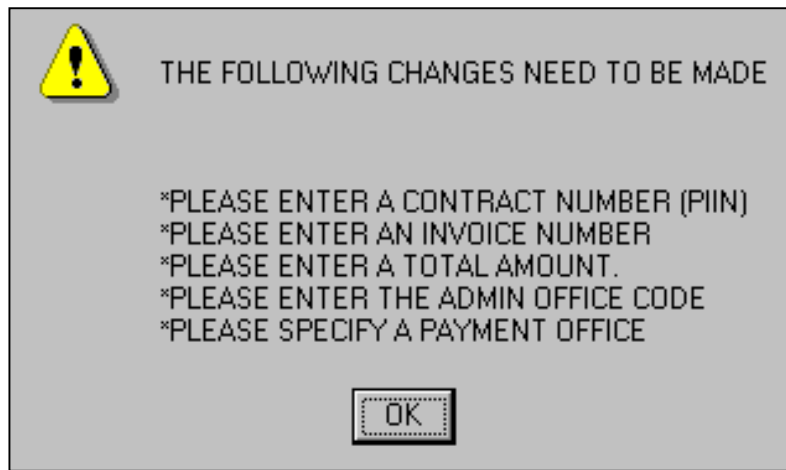

THE FOLLOWING CHANGES NEED TO BE MADE

*PLEASE ENTER A CONTRACT NUMBER (PIIN)
*PLEASE ENTER AN INVOICE NUMBER
*PLEASE ENTER A TOTAL AMOUNT.
*PLEASE ENTER THE ADMIN OFFICE CODE
*PLEASE SPECIFY A PAYMENT OFFICE

OK

Figure 1d. Example of a JavaScript Alert Message

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.

System Warnings

DFAS WInS warns you about various inconsistent conditions that exist in your data input. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

Year 2000 Compliance

DFAS WInS is Year 2000 compliant. All date fields require that you enter four (4) digits for year to ensure that differences between 1900 and 2000 are captured.

2. DFAS WEB INVOICING SYSTEM (WInS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens (Section 4, page 1-25). The DFAS WInS System Administrator will provide you with your username and password via e-mail, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS (Section 7, page 1-40 Vendor Profile Update). After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.

Figure 2. DFAS Web Invoicing System (WInS) Home Page

DFAS WInS Home Page Field Definitions

Table 6 lists the data dictionary for each field on the DFAS WInS Home Page. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 7. DFAS WINS HOME PAGE FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric Case sensitive
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric Case sensitive

The Login, New Account, and Help Buttons

Login   The **Login** button allows you to access the MOCAS (commercial invoice, public voucher, and progress pay), SAMMS, STARS (commercial invoice and public voucher), IAPS, and CAPS submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6, page 1-37).

New Account   The **New Account** button allows a first-time user to register with DFAS for access to one or more available pay systems. Clicking on the **New Account** button directs you to the **New Account Request Form Screen** (Section 4, page 1-25). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen (Section 7, page 1-40) **NOT** by submitting an additional **New Account Request Form**.

Help   The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manuals.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the two most recent releases beginning with the current release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3, page 1-24), the DFAS Home Page (URL: http://www.dfas.mil), and an e-mail address to the DFAS Electronic Commerce Office.

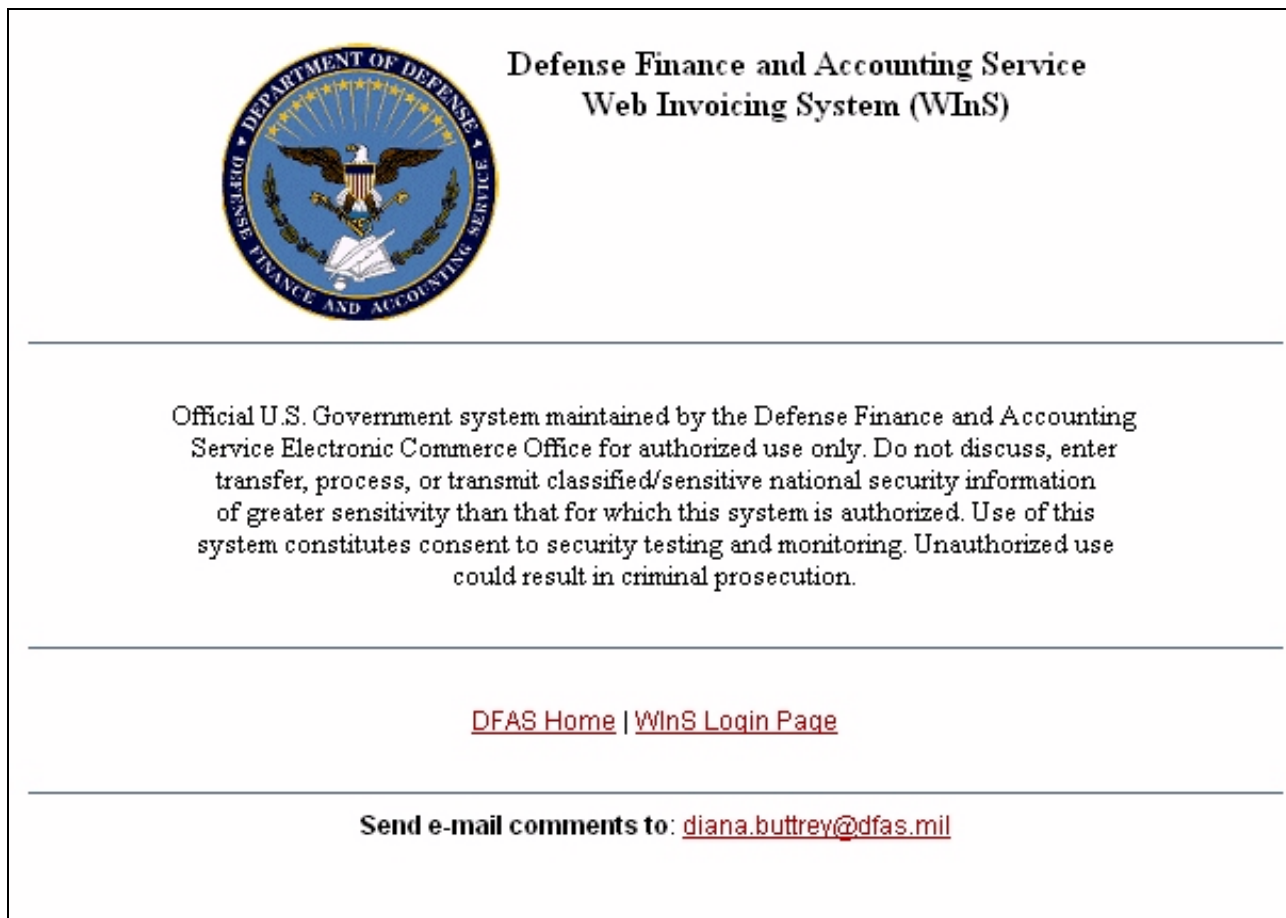# 3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

Figure 3. WInS Computer System Security Notice Screen

The above screen presents you with three interfaces:

(1)   DFAS Home Page: Directs you to the DFAS Home Page (URL: http://www.dfas.mil).

(2)   WInS Login Page: Directs you to the DFAS WInS Home Page.

(3)   E-mail address to the DFAS Electronic Commerce Office.

4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Figure 2, page 1-21)**,** allows you to enter general information—a "vendor profile"—about your organization and requests access to at least one of the identified DFAS Payment Systems (as shown in the figure below). Please select only payment systems for which you have currently active contracts. An exception to this is the STARS Payment System. You may request access if you have had active contracts within the preceding six months. You will be sent your username and password via e-mail usually within two business days of submitting your New Account Request registration.

Figure 4a. New Account Request Form Screen

The MOCAS, SAMMS, STARS, and IAPS Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS, CAPS and IAPS Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply check the checkbox for each applicable payment system(s).

Clicking on a payment system displays the system's payment offices. Again, only select payment systems for which you have active contracts (except STARS). If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen** (Section 7, Page 1-37). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 7 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 8. NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name	Company name	Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code (Required for STARS registrations)	Vendor	Conditional	9 or 13 digit numeric (no special characters)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric

Field	Definition	Data Source	Data Requirement	Field Type
Country/State		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?	Provides a URL address for the WInS Batch Layouts and supporting notes.	Vendor	Optional	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Army TACOM has a web site for their DVD vendors that feeds the batch MOCAS commercial invoice data directly to WInS	Vendor	Optional	Select 'Yes' or 'No'

The Continue and Go Back Buttons

Continue
The **Continue** button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4b, page 1-28).

Go Back
The **Go Back** button directs you to the **DFAS WInS Home Page** (Section 2, page 1-21).
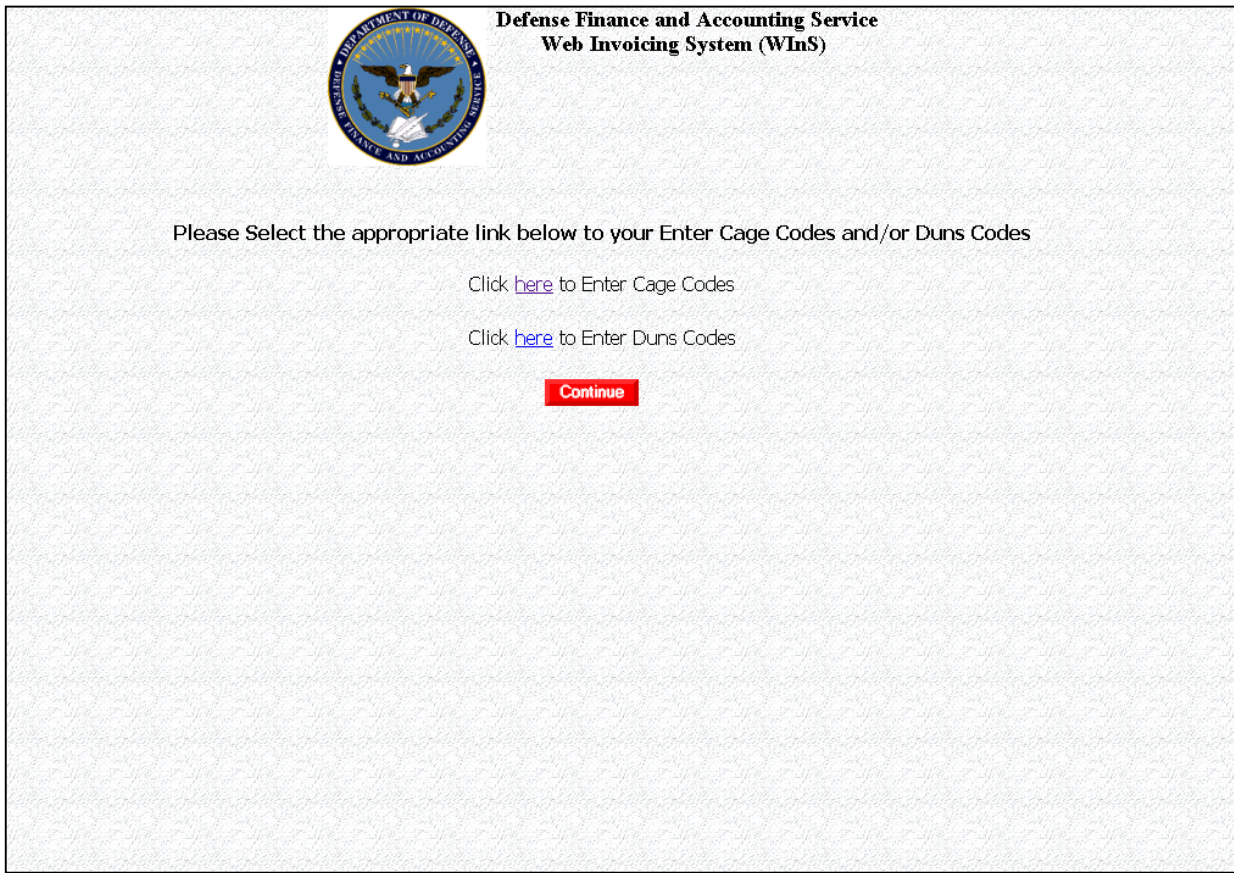
Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen

The above figure depicts the **Vendor CAGE Code / DUNS Code Selection Screen**. The first option, **Click here to Enter CAGE Codes**, directs you to the **Vendor CAGE Code Registration Screen** (Figure 4c, page 1-29). Additional CAGE Codes may be entered from this screen as necessary.

The second option, **Click here to Enter DUNS Codes**, directs you to the **Vendor DUNS Code Registration Screen** (Figure 4d, page 1-30). Additional DUNS Codes may be entered from this screen as necessary.

The Continue Button

 The **Continue** button submits the **New Account Request** to DFAS WInS for MOCAS, SAMMS, CAPS and/or IAPS only requests. If the **New Account Request** contains a STARS Payment System access request, the **Continu**e button directs the user to the **STARS Contract Data Screen** (Figure 4e, page 1-29).

Figure 4c. Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Go Back Buttons

The **Add** button adds the CAGE Code to the initial registration from Figure 4a, page 1-25.

The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.

The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual CAGE Code line item to be edited. At least one CAGE Code must remain on the **CAGE Code Registration Screen**.

Figure 4d. Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Go Back Buttons

Add   The **Add** button adds the DUNS Code to the initial registration from Figure 4a, page 1-25.

Clear   The **Clear** button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.

Go Back   The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual DUNS Code line item to be edited. At least one DUNS/DUNS+4 must remain on the **DUNS Code Registration Screen**.

Figure 4e. STARS Contract Data Registration Screen.

STARS Contract Data Registration Screen Field Definitions

Table 8 lists the data dictionary for each field on the **STARS Contract Data Registration Screen** (Figure 4e, above). Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.
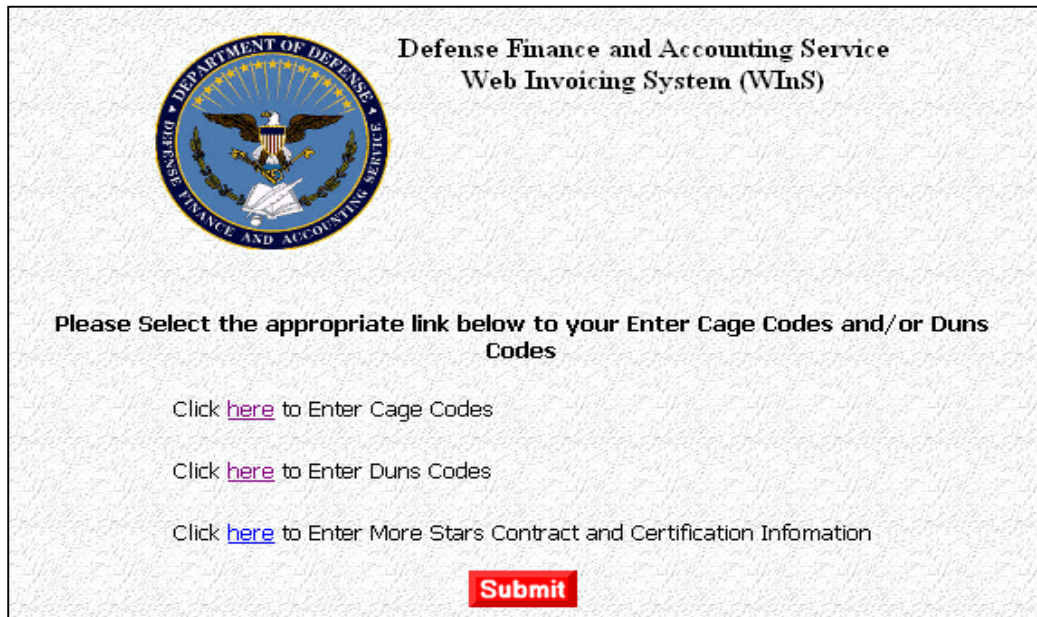
TABLE 9. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 digit Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from scroll box (Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric UIC
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric

The STARS Contract Data Registration Screen Submit Request Without STARS, Add, Clear, and Go Back Buttons

Submit Request Without STARS data allows the user to submit the **New Account Request** for SAMMS or MOCAS without an accompanying STARS request.

The **Add** button adds the STARS Contract Data to the Contract Data Display Matrix.

The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Contract Data Display Matrix.

The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual Contract Data record to be edited. At least one Contract Data record must remain on the **STARS Contract Data Registration Screen**.

Figure 4f. Vendor CAGE/DUNS Code Screen with Stars Contract and Certification Information

 The **Submit** button allows the user to continue with their new account request and submit the entered CAGE.
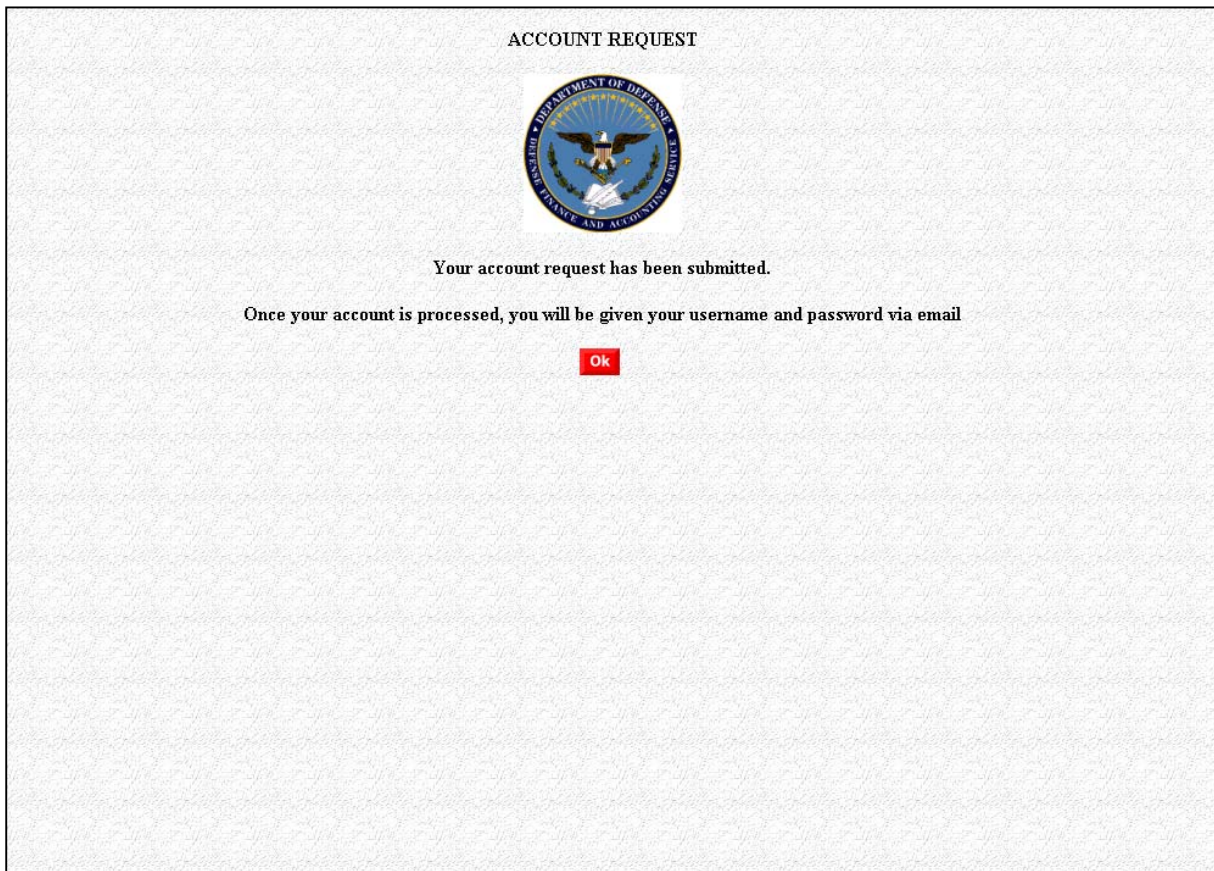
Figure 4g. Account Request OK Screen
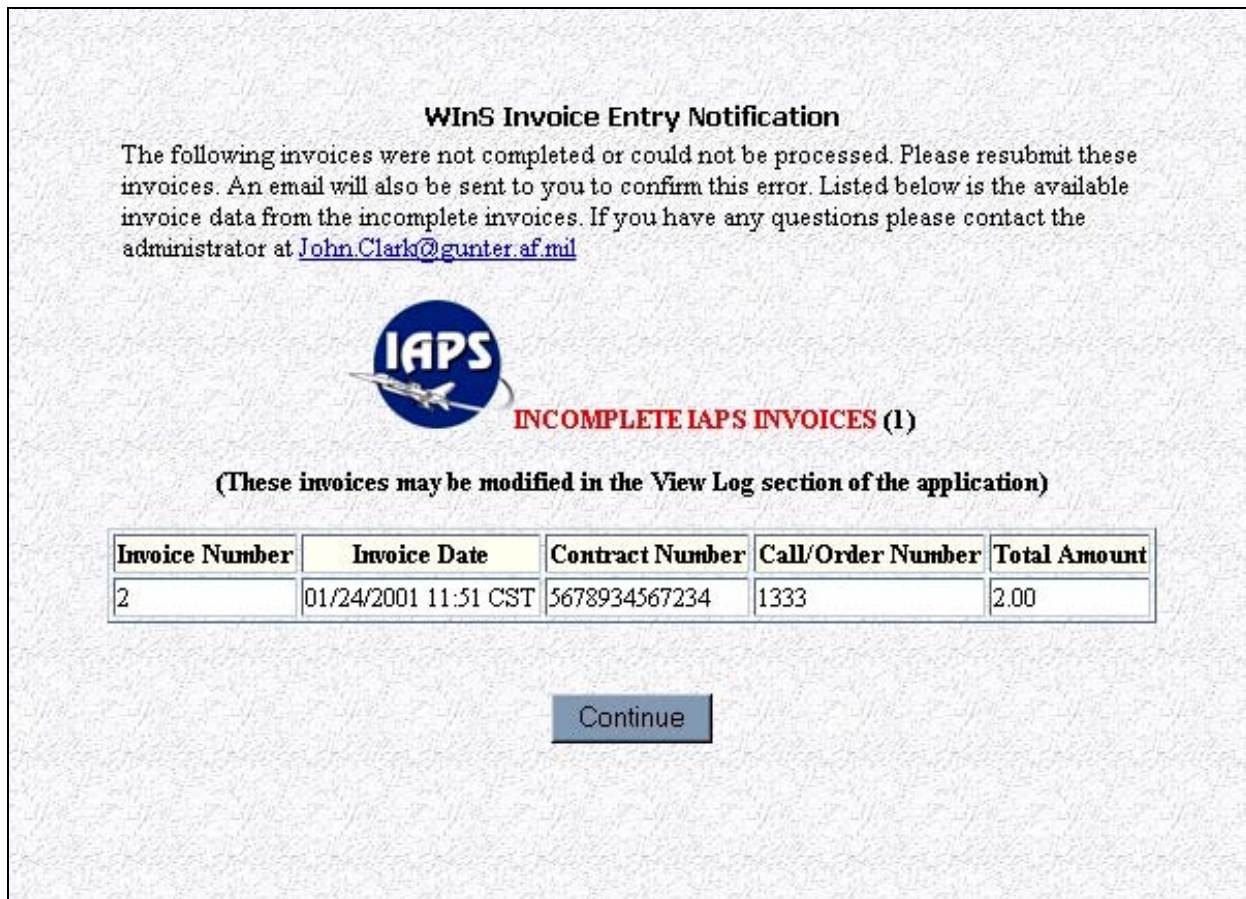
The OK Button

[Ok]   The **OK** button directs you to the **DFAS WInS Home Page** (Section 2, page 1-21).

Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *Section 1, Overview, Procedures, and Steps 1 and 2*, for testing procedures.

5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears (Figure 5, page 1-36). This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers (Section 16, page 1-75). You will also receive this incomplete invoice/voucher/PPR information via e-mail as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

Figure 5. WInS Invoice Entry Notification Warning Screen

Continue   Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen** (Figure 6a, page 1-37 and Figure 6b, page 1-38).

6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin of the WInS Payment System Picklist Screen shown below. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request (Section 7, page 1-40).

Figure 6a. WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS). Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.

Defense Finance and Accounting Service
Web Invoicing System (WInS)

Payment System **accessible**
Payment System is **NOT accessible.**
To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems, which may be invoiced via WInS.

To activate the WInS data entry screens for payment systems for which your company has been granted access (coded green), click a payment system button in the left margin of this screen.

MOCAS Payment System

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfcoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
South Entitlements	DFAS-CO-JS	HQ0338
West Entitlements	DFAS-CO-JW	HQ0339
name	123456789012345	123aaf

SAMMS Payment System

Payment Office Name	Payment Office	DoDAAC
(DSCC Construction) DFAS-CO-LSCAA (SECC) S33181	DFAS-CO-LSCAA	S33181
(DSCC Electronic) DFAS-CO-LSCAB (SECE) S33184	DFAS-CO-LSCAB	S33184
(DSCR General) DFAS-CO-LSCAC (SECG) S44073	DFAS-CO-LSCAC	S44073
(DSCP Industrial) DFAS-CO-LSCBA (SEPI) S36054	DFAS-CO-LSCBA	S36054
(DSCP Clothing/Textile) DFAS-CO-LSCBA(SEPT) SC0100	DFAS-CO-LSCBA	SC0100
(DSCP Medical) DFAS-CO-LSCBA (SEPM) SC0200	DFAS-CO-LSCBA	SC0200

STARS Payment System

Office Name	Invoice (SEPS) Office Code	Voucher (ECS) Office Code
DFAS Honolulu (DFAS-PC)	N45924	N45924
DFAS Pensacola (DFAS-PE)	N68566	N68566
DFAS Charleston (DFAS-CH)	N68892	N68892
DFAS Norfolk (DFAS-NO)	N68732	N68732
DFAS Oakland (DFAS-OK)	N68894	HQ0308
DFAS San Diego (DFAS-SD)	N68688	N68688
STARS Test Region	N00367	N/A
YOKOTA, JAPAN	N/A	N62649
dunno	N/A	122222

CAPS Payment Offices

Office Code	Office Location
HQ0105	DNO
HQ0347	AKB
HQ0300	LAWTON/FT. SILL
HQ0302	ROME
HQ0303	ROCK ISLAND
HQ0304	ST. LOUIS
HQ0305	SEASIDE
HQ0335	LEXINGTON
N45924	PACIFIC
N60951	NORFOLK
F62400	ORLANDO
M67443	KANSAS CITY
HQ0339	KLEBAR KASE3NE

IAPS Payment Offices

Office Code	Office Location
F03000	Dayton
F75800	Denver
F67100	Limestone
F23700	Omaha
F62400	Orlando
F69300	Pacific
f12121	gh cghb
F72300	San Bernardino
F78500	Europe (Ramstein)
F77800	Osan
F60700	San Antonio
F68800	Japan

Figure 6b. Full WInS Payment System Picklist Screen

The MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS Buttons

The **MOCAS, SAMMS**, **STARS**, **CAPS, and IAPS** buttons direct you to the appropriate payment system.

The Vendor Profile and Exit System Buttons

The **Vendor Profile** button directs you to the **Vendor Information Screen** (Section 7, page 1-40) where you may change your vendor registration information, to include changing your company information, your password, or request access to additional DFAS payment systems.

The **Exit System** button directs you to the **WInS Home Page** (Section 2, page 1-21).

7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** (Figure 7a, below) allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username, which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this e-mail message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. The **Account Status** column indicates the status of your account for each payment system. You may request access to additional DFAS payment systems serviced by WInS by clicking on the appropriate hyperlink in the Account Status column of the desired payment system.

Figure 7a. Vendor Information Screen

Vendor Information Screen Field Definitions

Table 9 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

<div align="center">

TABLE 10. VENDOR INFORMATION SCREEN FIELD DEFINITIONS

</div>

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State/Country		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Optional	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Optional	Select 'Yes' or 'No' from list
Username	WInS Generated	Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric
Confirm Password		Vendor	Mandatory	Alphanumeric

The Update, Reset, and Go Back Buttons

Update After you modify any vendor information, the **Update** button saves the new information. If CAGE Code information has changed see the note at the bottom of the **Vendor Information Screen** (Figure 7a, page 1-40), which directs you to the **Vendor CAGE Code Screen** (Figure 7b, below). If DUNS Code information has changed see the note at the bottom of the **Vendor Information Screen** (Figure 7a, page 1-40), which directs you to the **Vendor DUNS Code Screen** (Figure 7d, page 1-44). When requesting additional access to STARS, a DUNS must be entered before clicking the **Update** button.

Reset The **Reset** button clears any vendor-entered changes that have not yet been submitted via the **Update** button, and restores the original information.

Go Back The **Go Back** button directs you to the **WInS Payment System Picklist Screen** (Section 6, page 1-37).

Click Here directs you to the **Vendor CAGE Code Screen (Updates)** (Figure 7c, page 1-43) that displays the chosen CAGE Code for editing. At least one CAGE Code must remain in the vendor profile.

<div align="center">

VENDOR CAGE CODES

Cage Code [XXXXX]

Add **Clear** **Go Back**

EDIT	CAGE CODE
Click Here	000X0
Click Here	0X0X0
Click Here	0XXX0
Click Here	7768u
Click Here	abcde
Click Here	FGHIJ
Click Here	fr556

</div>

Figure 7b. Vendor CAGE Code Screen

The Add, Clear, and Go Back Buttons

Add

Once a CAGE Code has been entered into the CAGE Code data field, the **Add** button inserts the data into a line item on the **Vendor CAGE Code Screen** and resets the data field for the next CAGE Code Entry.

Clear

The **Clear** button clears out any CAGE Code entered into the data field but not yet submitted via the **Add** button.

Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a, page 1-40).

VENDOR CAGE CODES

CageCode 0X0X0

Update   Reset   Cancel   Delete

EDIT	CAGE CODE
Click Here	000X0
Click Here	0X0X0
Click Here	0XXX0
Click Here	7768u
Click Here	abcde
Click Here	FGHIJ
Click Here	fr556

Figure 7c. Vendor CAGE Code Screen (Updates)

The Update, Reset, Cancel, and Delete Buttons

Update

Once the CAGE Code has been edited, the **Update** button records the change on

the **Vendor CAGE Code Screen**.

Reset After the CAGE Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original CAGE Code to the data field on the **Vendor CAGE Code Screen** (Figure 7b, page 1-42).

Cancel The **Cancel** button returns you to the pre-edit data set from the **Vendor CAGE Code Screen** (Figure 7b, page 1-42).

Delete The **Delete** button deletes the identified CAGE Code unless it is the last remaining CAGE Code on the **Vendor CAGE Code Screen** (Figure 7b, page 1-42).

Click Here directs you to the **Vendor DUNS Code Screen (Updates)** (Figure 7e, page 1-45) displays the chosen DUNS Code from that DUNS Code Record.

<div align="center">

VENDOR DUNS CODES

Duns Code [   ]

Add **Clear** **Go Back**

</div>

EDIT	DUNS CODE
Click Here	123456789
Click Here	1234567890002
Click Here	1234567891000
Click Here	1234567891111
Click Here	1234567892222

<div align="center">

Figure 7d. Vendor DUNS Code Screen

</div>

The Add, Clear, and Go Back Buttons

Add Once a DUNS Code has been entered into the DUNS Code data field, the **Add** button inserts the data into a line item on the **Vendor DUNS Code Screen** and

resets the data field for the next DUNS Code Entry.

Clear

The **Clear** button clears out any DUNS Code entered into the data field but not yet submitted via the **Add** button.

Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a, page 1-40).

Figure 7e. Vendor DUNS Code Screen (Updates)

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once the DUNS Code has been edited, the **Update** button records the change on the **Vendor DUNS Code Screen**.

Reset

After the DUNS Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original DUNS Code to the data field on the **Vendor DUNS Code Screen** (Figure 7d, page 1-44).

Cancel   The **Cancel** button returns you to the pre-edit data set from the **Vendor DUNS Code Screen** (Figure 7d, Page 1-44).

Delete   The **Delete** button deletes the identified DUNS Code unless it is the last remaining DUNS Code on the **Vendor DUNS Code Screen** (Figure 7d, page 1-44).

When STARS access is requested via the Vendor Information Screen, an additional screen, the STARS Contract Data Registration Screen must be completed (Figure 7f, below).

STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION

Please enter ALL active contracts paid by STARS. If you do not currently have any active contracts, please provide data for at least one STARS paid contract that has been completed within the past six months.

* DFAS Pay Office   **Navy Certifier Information**

POC Name

* Contract Number   Active   POC Phone

* Fast Pay Contract?   * Navy Certifier Code (UIC): Enter ___ **or**
(FAR 52.213-1)

*Field is required   Select ___

[Add] [Clear] [Go Back]

Contract Number (click to edit)	Active Contract	FastPay Contract?	DFAS Payment Office	Navy Certifier UIC Red = Not Validated	Navy Certifier POC	Navy POC Phone
N3232499C4444	YES	NO	N45924	N62477	*NONE*	*NONE*
N3333399D4444	YES	NO	N68688	N68326	*NONE*	*NONE*
N6339499D4432	YES	NO	N68892	N63394	DEBORAH SMITH	212-444-5467
N3322999D8881	YES	YES	N45924	N00027	FRED FLINTSTONE	445-098-5876
N3333399C5551	YES	NO	N68566	N32144	GREG MADDOX	324-887-5576

Figure 7f. STARS Contract Data Registration Screen.

1-46

STARS Contract Data Registration Screen Field Definitions

Table 10 lists the data dictionary for each field on the **STARS Contract Data Registration Screen**. Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.

TABLE 11. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 digit Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1	Contract	Mandatory	Select from list(Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric

The STARS Contract Data Registration Screen Add, Clear, and Go Back Buttons

Add The **Add** button adds the STARS Contract Data to the Data Display Matrix.

Clear The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Data Display Matrix.

Go Back The **Submit** button submits the **New Account Request.**

Clicking on the Contract Number (Figure 7f, page 1-46) allows an individual Contract Data record to be edited as shown in Figure 7g (below). At least one Contract Data record must remain on the STARS Contract Data Registration Screen.

STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION

Please enter ALL active contracts paid by STARS. If you do not currently have any active contracts, please provide data for at least one STARS paid contract that has been completed within the past six months.

* DFAS Pay Office   **Navy Certifier Information**

DFAS Honolulu (DFAS-PC) [N45924] POC Name

* Contract Number N3232499C4444 POC Phone

Active YES * Navy Certifier Code (UIC): Enter ___ *or*

* Fast Pay Contract? (FAR 52.213-1) NO Select N62477 - CHESAPEAKE DIV, NAVFAC FAC. ENGR. CMD WASH, DC

*Field is required

Update Reset Cancel Delete

Contract Number (click to edit)	Active Contract	FastPay Contract?	DFAS Payment Office	Navy Certifier UIC Red = Not Validated	Navy Certifier POC	Navy POC Phone
N3232499C4444	YES	NO	N45924	N62477	*NONE*	*NONE*
N3333399D4444	YES	NO	N68688	N68326	*NONE*	*NONE*
N6339499D4432	YES	NO	N68892	N63394	DEBORAH SMITH	212-444-5467
N3322999D8881	YES	YES	N45924	N00027	FRED FLINTSTONE	445-098-5876
N3333399C5551	YES	NO	N68566	N32144	GREG MADDOX	324-887-5576

Figure 7g. STARS Contract Registration Edit Screen (Updates)

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update   Once a STARS Contract Data Record has been edited, the **Update** button records the change on the **STARS Contract Data Registration Screen**.

Reset   After the STARS Contract Data Record has been edited in the data fields, but before submitting with the **Update** button, the **Reset** button will restore the original STARS Contract Data information to the data fields on the **STARS Contract Data Registration Screen** (Figure 7g, page 1-48).

Cancel   The **Cancel** button returns you to the pre-edit data set from the **Contract Data Registration Screen** (Figure 7g, page 1-48).

Delete   The **Delete** button deletes the identified STARS Contract Data Record unless it is the last remaining STARS Contract Data Record on the **Contract Data Registration Screen** (Figure 7g, page 1-48).

Once information on the **Vendor Information Screen** has been updated, the **Vendor Information Update Submission OK Screen**, shown below, appears as verification.
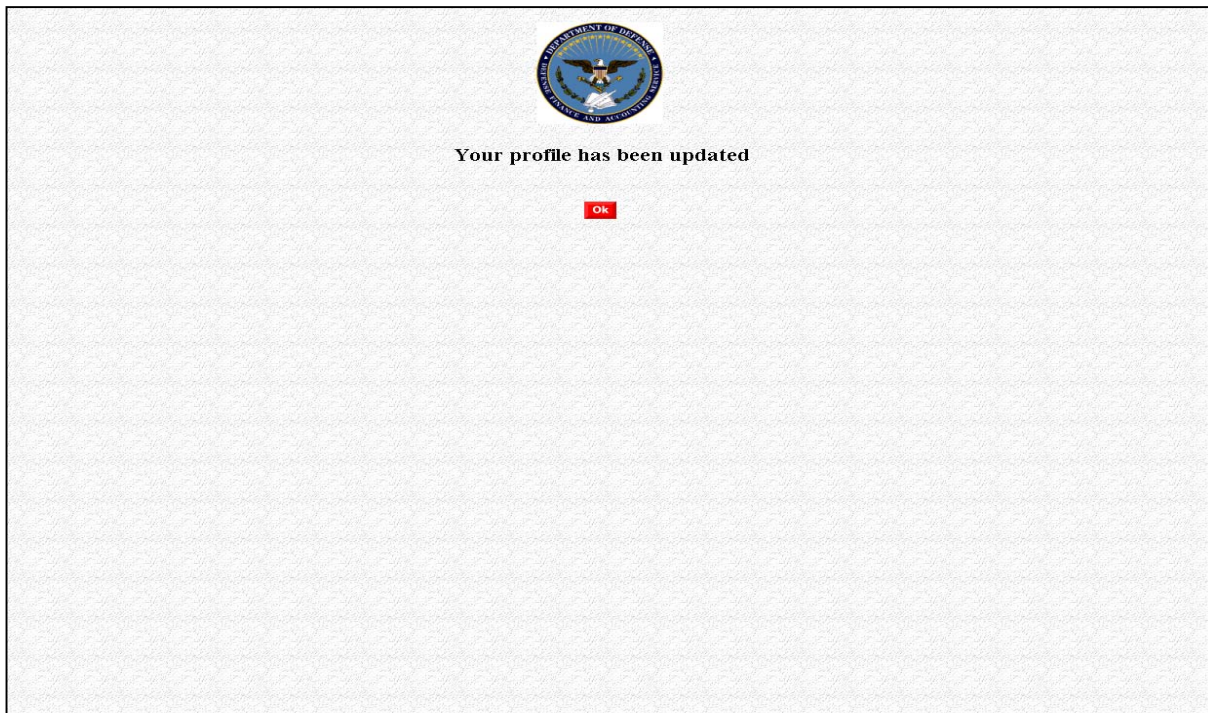
Figure 7h. Vendor Information Update Submission OK Screen

The OK Button

Ok　　The **OK** button returns you to the **WInS Payment System Picklist Screen** (Section 6, page 1-37).

Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Request Access** hyperlink in the **Account Status** column on the **Vendor Information Screen** (Figure 7a, page 1-40). **DO NOT** request access to additional payment systems via the **New Account Request Form** (Section 4, page 1-25).

8. IAPS COMMERCIAL INVOICE HEADER SCREEN

The **IAPS Commercial Invoice Header Screen** (shown below) is used to manually enter general and summary information concerning a particular invoice. To begin data entry select a previously used DUNS Number or a CAGE Code which are provided through the vendor profile information. This will populate the Contract Number and Delivery Order/Call Number field. Next select a Contract Number or Contract Number and Delivery Order/Call Number from the pull down list. Once these items are selected in sequence, the following fields will automatically be entered: Contract Number, Paying Office, and Contract type fields. If the desired Contract Number is not found, contact the Customer Service section of the Paying Office referenced on contract.

Figure 8. IAPS Commercial Invoice Header Screen

IAPS Commercial Invoice Header Screen Field Definitions

Table 11 (shown below) and Table 12 (page 1-53) lists the data dictionary for each field on the **IAPS Commercial Invoice Header Screen** (Figure 8, page 1-51). Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

TABLE 12. IAPS COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
DUNS NUMBER	DUNS Number	Vendor	Conditional	Select from list
CAGE CODE	CAGE Code	Vendor	Conditional	Select from list
Contract No. and Delivery Order/Call No.	Contract Number and Delivery Order/Call No.	Contract	Mandatory (Optional Delivery Order/Call No.)	Select from list
Contract Number	Contract Number	Contract	Mandatory	Automatically populated depending on the Contract number selected from the picklist
Paying Office	Paying Office		Mandatory	Automatically populated depending on the Contract number selected from the picklist
Contract Type	Contract Type		Mandatory	Automatically populated depending on the Contract number selected from the picklist
Ref Number Qualifier	Reference Number Qualifier		Mandatory	Select from list
Ref Number	Reference Number		Mandatory	1-30 characters, Alphanumeric
Invoice No.	Invoice Number	Vendor	Mandatory	13 characters, Alphanumeric and also (/ , -)
FINAL INVOICE	Final Invoice		Mandatory	Select from list
Transaction Set Purpose Code	Transaction Set Purpose Code		Mandatory	Select from list

TABLE 13. IAPS COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Transaction Type Code	Transaction Type Code		Mandatory	Select from list
Total $	Total Dollar Amount	Vendor	Mandatory	Numeric,
Currency Code	Currency Code		Mandatory	Select from list
Date Qualifier	Start Date Qualifier	Vendor	Mandatory	Select from list
Date	Start Date	Vendor	Mandatory	yyyy/mm/dd
Date Qualifier	End Date Qualifier	Vendor	Mandatory	System generated
Date	End Date	Vendor	Conditional	yyyy/mm/dd
Discount Percent	Discount Percent		Conditional	Numeric
Number of Discount Days	Number of Discount Days		Conditional	Numeric, nn (Integer)
Discount Date	Discount Date		Conditional	yyyy/mm/dd
Tax Type	Tax Type		Optional	Select from list
Amount	Tax Amount		Conditional	Numeric, 15 digits, including decimal
Miscellaneous Charge/Credit Codes	Miscellaneous Charge/Credit Codes		Optional	Select from list
Amount	SAC Amount		Conditional	Numeric, 15 digits, including decimal

The Remit To, Ship To, Discount Help, More Taxes, More SAC, and Help Buttons

Remit To
The **Remit To** button directs you to the Remit To Information Screen (Section 9, page 1-55).

Ship To
The **Ship To** button directs you to the Ship To Information Screen (Section 10, page 1-57).

Help
The **Discount Help** button directs you to the Discount Help screen, which provides information on entering discount data.

More Taxes
Selecting the More Taxes button displays the Edit Tax Information Screen (Section 4, page 1-25) where you can add additional tax items or edit tax items you had previously entered. No more than ten iterations of Tax Information may be submitted.

More SAC
Selecting the More SAC button displays the Edit Service, Allowances, or Charges (SAC) Information Screen (Section 12, page 1-61), where you can add additional SAC information or edit SAC information you had previously entered. No more than 25 iterations of Service, Allowances, or Charges Information may be submitted.

The Go to Invoice Detail, Clear, and Help Buttons

Go to Invoice Detail
The **Go to Invoice Detail** button directs you to the **IAPS Commercial Invoice Details Screen** (Section 13, page 1-64).

Clear
The **Clear** button clears/deletes all existing entries on the screen.

Help
The **Help** button opens the online user help tool for the screen.

The View Log and Exit System Buttons

View Log
The **View Log** button directs you to the **IAPS Submitted Commercial Invoices List Screen** (Section 7, page 40) to view, edit, or print previously submitted invoices.

Exit System
The **Exit System** button directs you to the **WInS Payment System Picklist Screen**.

9. IAPS REMIT TO INFORMATION SCREEN

Selecting the **Remit To** button on the IAPS Commercial Invoice Header Screen (Figure 8, page 1-51) displays the Remit To Information screen, as shown below.
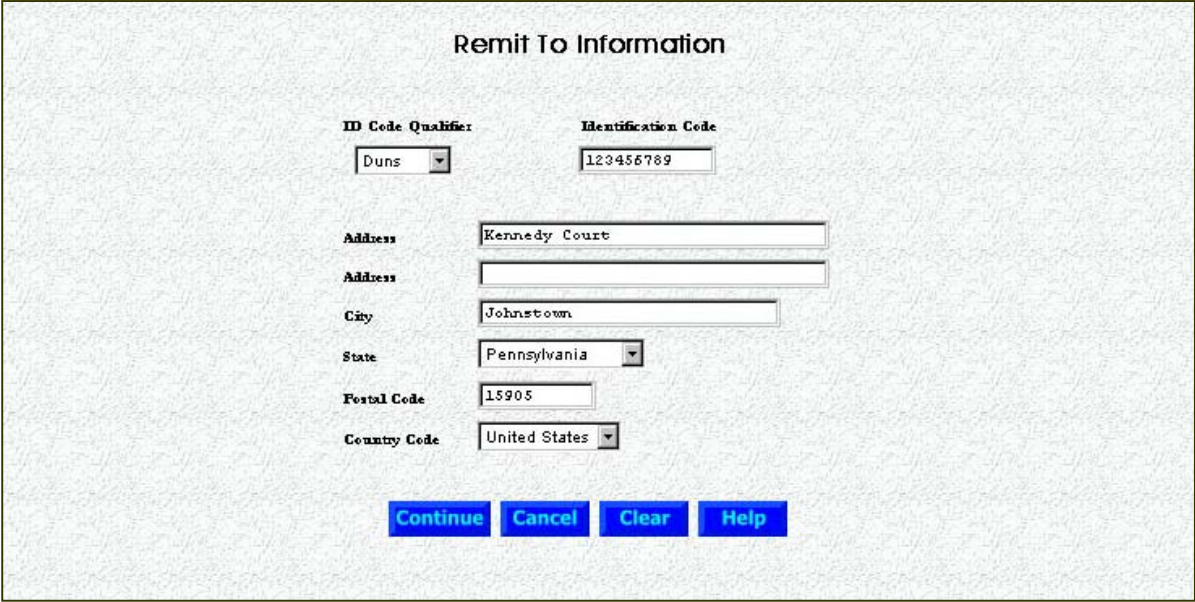

Figure 9. IAPS Remit To Information Screen

IAPS Remit To Information Field Definitions

Table 13 (page 1-56) provides the definitions for each field on the **Remit To Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be complete if your contract requires the information; otherwise, those fields are optional.

The Continue, Cancel, Clear, and Help Buttons

Continue	Selecting the **Continue** button saves the remit to information and returns you to the IAPS Commercial Invoice Header Screen.
Cancel	Selecting the **Cancel** button cancels the data entry and returns you to the IAPS Commercial Invoice Header Screen.
Clear	The **Clear** button clears/deletes all existing entries on the screen.
Help	The **Help** button opens the online user help tool for the screen.

TABLE 14. IAPS REMIT TO INFORMATION FIELD DEFINITIONS

Field	Definition	Data Source	Data Requirement	Field Type
ID Code Qualifier	Identification Code Qualifier		Mandatory	Select from list
Identification Code	Identification Code		Mandatory	5 or 9 or 13 characters, alphanumeric
Address 1	Address 1		Mandatory	35 characters, alphanumeric
Address 2	Address 2		Optional	35 characters, alphanumeric
City	City		Mandatory	30 characters, alphanumeric
State	State		Conditional. Either Country Code or State Code (not both) should be selected.	Select from list
Postal Code	Postal Code		Conditional. If State is selected, mandatory to enter the Postal Code. If Country Code is selected, optional to enter the Postal Code	5 - 11 characters, alphanumeric
Country Code	Country code		Conditional. Either Country Code or State Code (not both) should be selected.	Select from list

10. IAPS SHIP TO INFORMATION SCREEN

Selecting the **Ship To** button on the IAPS Commercial Invoice Header Screen (Figure 8, page 1-51) displays the Ship To Information screen, as shown below.

Figure 10. IAPS Ship To Information Screen

IAPS Ship To Information Field Definitions

Table 14 (page 1-58) provides the definitions for each field on the **Ship To Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be complete if your contract requires the information; otherwise, those fields are optional.

The Continue, Cancel, Clear, and Help Buttons

Continue	Selecting the **Continue** button saves the ship to information and returns you to the IAPS Commercial Invoice Header Screen.
Cancel	Selecting the **Cancel** button cancels the data entry and returns you to the IAPS Commercial Invoice Header Screen.
Clear	The **Clear** button clears/deletes all existing entries on the screen.
Help	The **Help** button opens the online user help tool for the screen.

TABLE 15. IAPS SHIP TO INFORMATION FIELD DEFINITIONS

Field	Definition	Data Source	Data Requirement	Field Type
ID Code Qualifier	Identification Code Qualifier		Mandatory	Select from list
Identification Code	Identification Code		Mandatory	6 characters, alphanumeric
Organization Name	Ship To Organization Name		Optional	35 characters, alphanumeric
Address 1	Ship To Address 1		Mandatory	35 characters, alphanumeric
Address 2	Ship To Address 2		Optional	35 characters, alphanumeric
City	Ship To City		Mandatory	30 characters, alphanumeric
State	Ship To State		Conditional. Either Country Code or State Code (not both) should be selected.	Select from list
Postal Code	Ship To Postal Code		Conditional. If State is selected, mandatory to enter the Postal Code. If Country Code is selected, optional to enter the Postal Code	5 - 11 characters, alphanumeric
Country Code	Ship to Country Code		Conditional. Either Country Code or State Code (not both) should be selected.	Select from list

11. IAPS ADD TAX INFORMATION SCREEN

Selecting the **Edit/Add More Taxes** button on the **IAPS Commercial Invoice Header Screen** (Section 8, page 51) displays the Add Tax Information Screen, as shown below.

Figure 11. IAPS Add Tax Information Screen

IAPS Add Tax Information Screen Field Definitions

Table 15 (page 1-60) lists the data dictionary for each field on the **Add Tax Information Screen.** Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional. No more than ten iterations of the Tax Screen may be entered per IAPS Commercial Invoice Header.

The Add, Clear, Go Back, and Help Buttons

Add	Selecting the **Add** button adds additional tax item.
Clear	The **Clear** button clears the fields on the screen.
Go Back	The **Go Back** button returns you to the **IAPS Commercial Invoice Header Screen** (Section 8, page 1-51).
Help	The **Help** button opens the online user help tool for the screen.

TABLE 16. IAPS EDIT TAX INFORMATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Tax Type Code	Tax Type		Optional	Select from list
Amount	Tax Monetary Amount		Conditional	Numeric, 15 digits, including decimal; no more than 2 digits past decimal

IAPS Edit Tax Information Update Screen

Figure 12. IAPS Edit Tax Information Update Screen

Clicking on the link in the **Tax Type Code** column on the IAPS Edit Tax Information Screen displays the Edit Tax Information Update Screen, as shown in the example below.

The Update, Clear, Delete, and Go Back Buttons

Selecting the **Update** button updates the selected tax item.

The **Clear** button clears the fields on the screen.

The **Go Back** button returns you to the **IAPS Invoice Header Screen.** (Figure 12, page 1-60)

The **Help** button opens the online user help tool for the screen.

12. IAPS MISCELLANEOUS CHARGE/CREDIT INFORMATION SCREEN

Selecting the Edit/Add Misc. Charge/Credit button on the IAPS Commercial Invoice Header Screen (Figure 8, page 1-51) displays the Miscellaneous Charge/Credit Information Screen shown below.

Figure 13. IAPS Miscellaneous Charge/Credit Information Screen

IAPS Miscellaneous Charge/Credit Information Screen Field Definitions

Table 16 (page 1-62), on the following page, lists the data dictionary for each field on the **Miscellaneous Charge/Credit Information Screen.** Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional. No more than 25 iterations of the SAC Screen may be entered per IAPS Commercial Invoice Header.

TABLE 17. IAPS MISCELLANEOUS CHARGE/CREDIT INFORMATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Service, Promotion, Allowance, or Charge Code	Service, Promotion, Allowance, or Charge Code		Mandatory	Select from list
Amount	SAC Amount		Conditional	Numeric, 10 digits, including decimal; no more than 2 digits past decimal

The Add, Clear, Go Back, and Help Buttons

Add   Selecting the **Add** button adds an additional SAC item.

Clear   The **Clear** button clears the fields on the screen.

Go Back   The **Go Back** button returns you to the **IAPS Commercial Invoice Header Screen** (Section 8, page 51).

Help   The **Help** button opens the online user help tool for the screen.

IAPS Edit Miscellaneous Charge/Credit Information Update Screen

Clicking on the link in the **Miscellaneous Charge/Credit Codes** on the Information Screen displays the Edit Miscellaneous Charge/Credit Information Screen, as shown in the below example.

Figure 14. IAPS Edit Miscellaneous Charge/Credit Information Screen

The Update, Clear, Delete, and Go Back Buttons

Update	Selecting the **Update** button updates the selected SAC item.
Clear	The **Clear** button clears the fields on the screen.
Go Back	The **Go Back** button returns you to the **IAPS Invoice Header Screen** (Figure 13, page 1– 61)
Help	The **Help** button opens the online user help tool for the screen.

13. IAPS COMMERCIAL INVOICE DETAILS SCREEN

The **IAPS Commercial Invoice Details Screen** (shown below) is used to enter line item information for the invoice. Header information carried over from the **IAPS Commercial Invoice Header Screen** (Figure 8, page 1-51) assists the user by identifying the invoice number and total amount.

Figure 15. IAPS Commercial Invoice Detail Screen

IAPS Commercial Invoice Details Screen Field Definitions

Table 17 (shown below), and Table 18 (page 1-67) list the data dictionary for each field on the **IAPS Commercial Invoice Details Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

TABLE 18. IAPS COMMERCIAL INVOICE DETAILS SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Purchase Requisition Number	Purchase Requisition Number		Conditional. (Optional for AF616 Call Type and Mandatory for Stock Fund and Non-call Services Type)	14 character, Alphanumeric Pos. 7-10 must be valid Julian Date on or before today's date. Pos. 11-14 can be alphanumeric.
Call Number	Call Number		Conditional (Populated from database for AF616 Call Type and should not be entered for Stock Fund and Non-call Services Type)	4 character, alphanumeric
CLIN	Contract Line Item Number		Mandatory (Equal to Call Number for AF616 types)	4–6 characters, alphanumeric
Quantity	Quantity Billed	Vendor	Mandatory	Numeric (whole numbers)
Unit of Measure Code	Unit of Measure code	Contract	Mandatory	Select from list or enter code to the right of the pull down list specified per the contract

TABLE 19. IAPS COMMERCIAL INVOICE DETAILS SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Unit Price	Price Of One Unit	Contract	Mandatory	Numeric, 15 characters, including decimal (up to 5 characters after decimal)
Product/ Service – Qualifier	Product/ Service ID Qualifier	Contract	Mandatory	Select from list
Product/Service Qualifier Description	Product/Service ID	Contract	Mandatory	1-40 character Alphanumeric
Terms Type Code	Terms Type Code		Conditional	Select from list
Discount Percent	Discount Percentage		Conditional	Numeric,
Discount Due Days	Discount Due Days		Conditional	Numeric, (Integer)
Amount not Subject to Discount	Amount Not Subject To Discount		Conditional	Numeric,

The Add, Clear, Help, and Edit Header Buttons

Add
After a set of line item information is entered into the data fields, the **Add** Button inserts the data as a line item on the data display matrix and resets the data fields for the data entry of the next line item.

Clear
The **Clear** Button clears/deletes all existing entries on the screen.

Help
The **Help** button opens the online user help tool for the screen.

Return to Header
The **Return to Header** button directs you to the **IAPS View/Modify Commercial Invoice Header Screen** (Section 17, page 75).

The Submit Invoice and Cancel Invoice Buttons

Submit Invoice
The **Submit Invoice** Button submits the invoice to DFAS and directs the user to the **IAPS Commercial Invoice Submission Confirmation Screen** (Section 14, page 68).

Cancel Invoice
The **Cancel Invoice** button cancels the active invoice prior to submission to DFAS WInS.

14. IAPS COMMERCIAL INVOICE SUBMISSION CONFIRMATION SCREEN

Once invoice information on both the **IAPS Invoice Header Screen** and the **IAPS Invoice Detail Screen** has been entered, the invoice is submitted to DFAS WInS by clicking on the **Submit Invoice** button on the **IAPS Invoice Detail Screen.** Upon submittal, the **IAPS Invoice Submission Confirmation Screen** appears as verification, as shown below.
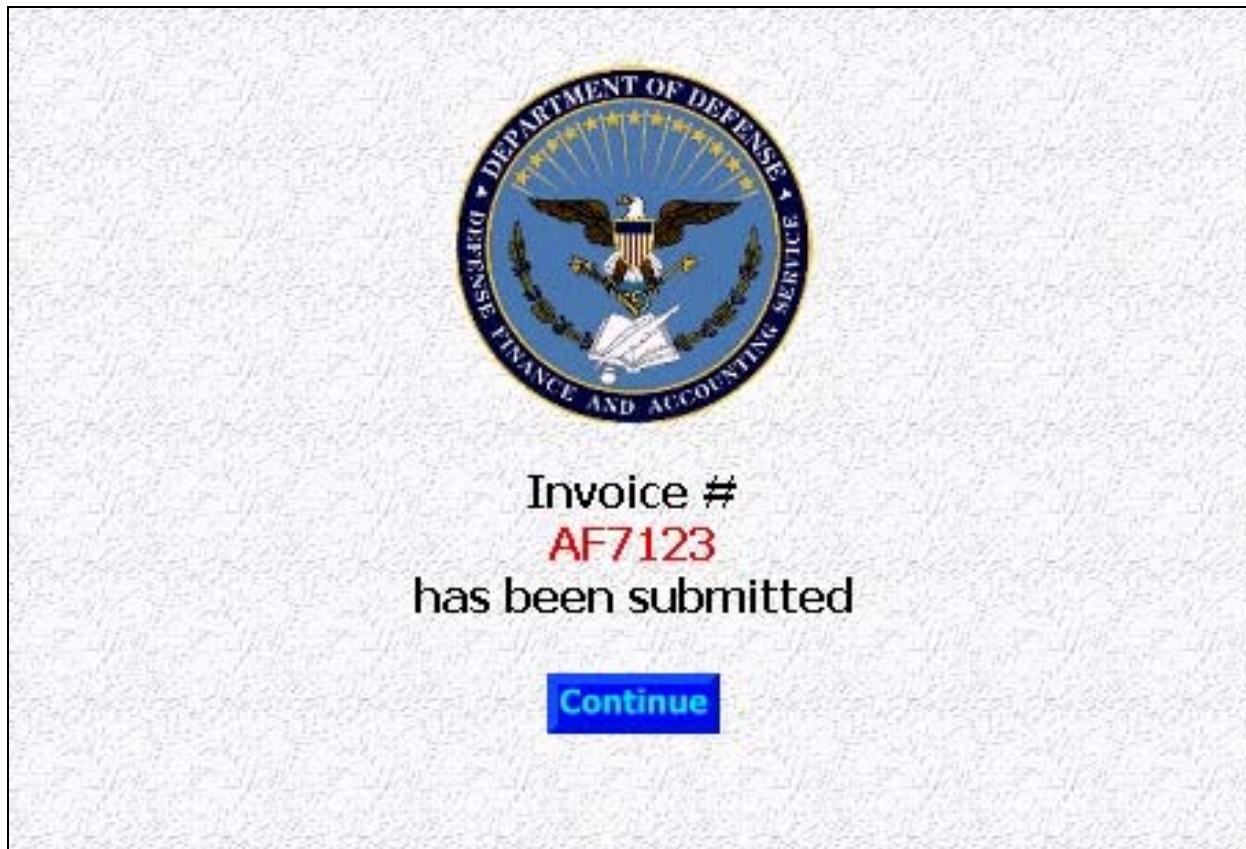
Figure 16. IAPS Commercial Invoice Submission Confirmation Screen

The Continue Button

Continue The **Continue** button directs you to the **IAPS Commercial Invoice Header Screen** (Section 8, page 51).

15. IAPS SUBMITTED COMMERCIAL INVOICES LIST SCREEN

The **IAPS Submitted Commercial Invoices List (View Log) Screen** allows you to view a list of all invoices that have been submitted to the DFAS payment system for the previous 120 to 150 calendar days. Submitted invoice data may be viewed and printed for all invoices on the list by clicking on the individual Invoice Number. Follow the print instructions described in Section 10, **IAPS Submitted Commercial Invoice Details Screen**. The **IAPS Submitted Invoices List Screen** also provides options, under the conditions described below in **Invoice Status**, for deleting invoices, completing and submitting incomplete invoices, and correcting errors on previously submitted invoices and then resubmitting them.

The invoice Date/Time is assigned when the invoice is successfully submitted to the DFAS WInS (Section 14, page 68). WInS then assigns an extracted date/time when the invoice is converted into an Electronic Data Interchange (EDI) invoice format for transmission to DFAS. EDI invoices are forwarded to the DoD communications infrastructure every 3 hours beginning at 12:00 AM CST. They are processed into the IAPS contract payment system nightly. The figure below depicts the **IAPS Submitted Invoices List (View Log) Screen**.

Figure 17. IAPS Submitted Invoices List (View Log) Screen

The IAPS Invoice View Log has two components:

1) A View Log Invoice Matrix which displays status information on each submitted invoice and,
2) A View Log Data Sorting Box that allows the user to quickly find a specific invoice for editing, reviewing, or printing.

View Log Data Sorting

The topmost box in the IAPS Invoice **View Log** provides several functions to assist the user in isolating a specific invoice for viewing, editing, or printing. The invoice records are defaulted to sort by descending order by invoice date meaning the most current invoices appear at the beginning of the **View Log** followed by older invoices. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest invoices are displayed first, then back to descending invoice order. Finally, the user may enter an invoice number in the **Search by Invoice No**. data entry box and then click on the Find Button, or hit the **Enter Key** on the PC's Keyboard and WInS will display the requested record.

View Log Invoice Matrix

The bottom portion of the **IAPS Submitted Invoices List Screen** is a **View Log Invoice Matrix** that displays a record of each invoice the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current invoices (descending order) first. You may view these 25 records by using the right scroll bar. There are several methods for reviewing records that do not appear in the first 25. First, you may click on the "Next 25" (26-50) message above the Matrix, and records 26 through 50 will appear. The user can continue to click "Next 25"(51–75) or "Previous 25" (1–25)" to scroll up or down the list of total records. Secondly, the user can select "**Ascending**" sort order and the 50 oldest invoices will be displayed, with the same Next/Previous 25 options.

The **Clean your invoice list** link is used to push invoices through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons, which may be displayed in the **View Log Invoice Matrix** Status Column. The **VIEW the Invoice Status Legend** describes the Icons used in the **View Log Invoice Matrix** Status Column.

The matrix provides status information related to the user's submitted invoices and are described from left to right.

Status Column

The Status Column of the View Log Invoice Matrix provides important invoice tracking information. The **View Log Legend** (Figure 18, page 1-71) depicting the Status Column Icons is accessed by clicking the **VIEW the Invoice Status Legend** (Figure 17, page 1-69).
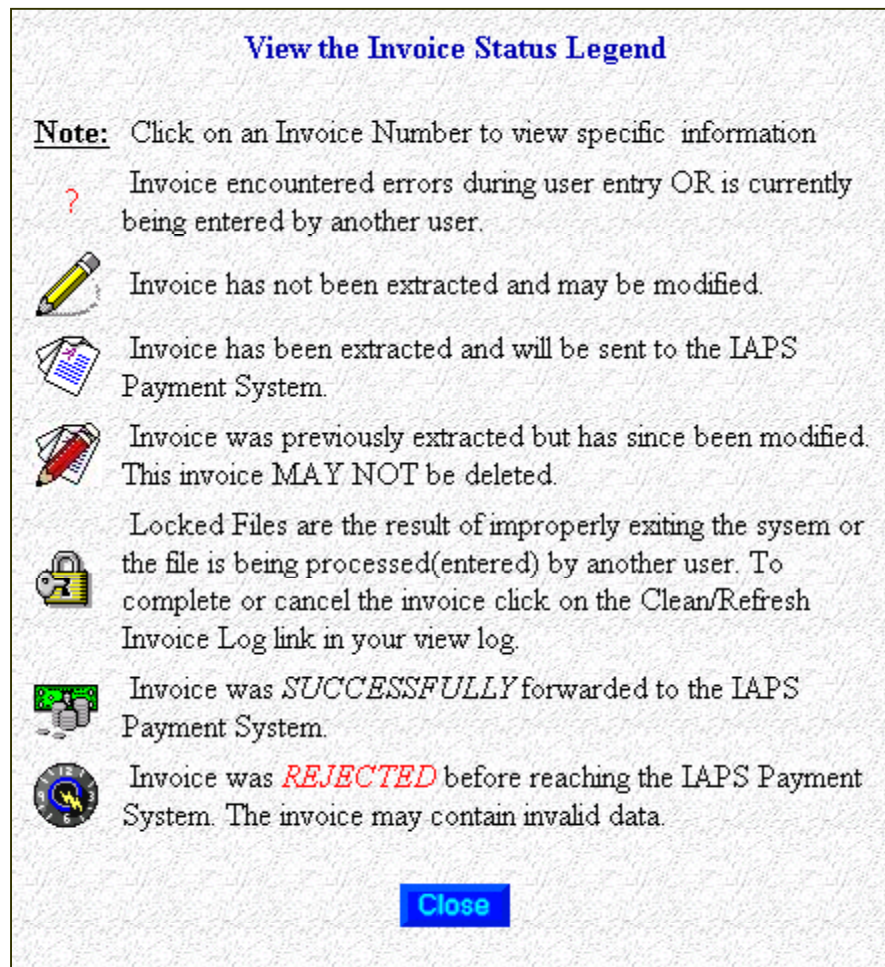
Figure 18. IAPS Log Legend

There are currently seven possible symbols that may appear in the Status Column. Each is described below.

The **Red? Icon** indicates the invoice was not completed and has not been received into DFAS WInS for processing. This scenario occurs when the user has completed at least the **IAPS Commercial Invoice Header Screen** (Figure 8, page 1-51) and hit the **Continue** Button and then lost Internet connectivity. The **Red? Icon** corresponds to the WInS Invoice Entry Notification Warning (Section 5). In addition to the warning encountered upon WInS Login, e-mail with the same information is forwarded to the user. The user has two options: 1) delete the incomplete invoice by clicking on the wastebasket option in the Delete Column, then re-enter the invoice completely, or 2) click on the "**Edit**" in the Edit Column for that invoice, complete the invoice and click on the **Submit Invoice** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.

 The **Pencil Icon** indicates a successful submission of the invoice (Section 7, page 40) to DFAS WInS. With successful submission, the Invoice Date and Time are captured in the Date Transmitted Column of the data display. As described above, WInS extracts submitted invoices and converts them to Electronic Data Interchange (EDI) format every three hours beginning with 12:00 A.M. CST and forwards to the payment system. Until the extraction, identified by the **Paper Icon**, the submitted invoice may be deleted (Wastebasket in Delete Column). Successfully submitted invoices may be edited at any time by clicking on the "**Edit**" in the Edit Column, update the file and then re-submit.

 The **Paper Icon** indicates a successful conversion of the invoice to the Electronic Data Interchange (EDI) format necessary to forward to the payment system. Extraction occurs every three hours beginning with 12:00 A.M. Once extracted, an invoice may no longer be deleted (the appearance of the "NO" in the Delete Column). However, if an invoice is rejected by the payment system for any reason, the invoices may be edited and resubmitted. This overwrites the original submission with the new invoice data and a current date and time.

 The **Paper and Pencil Icon** indicates that a previously submitted and extracted invoice has been edited and re-submitted to WInS. These invoices may not be deleted. The new submission date is posted to the Date Transmitted Column.

 The **Lock Icon** indicates that another user may be entering data for this invoice, or a processing error has occurred. This invoice has NOT been successfully submitted to DFAS WInS. If the invoice data appears correct when viewed by clicking the invoice number in the Invoice Number Column, then clicking on the **CLEAN/REFRESH INVOICE LOG** message should push the locked invoice to DFAS WInS and change the **Lock Icon** symbol to the **Pencil Icon** indicating a successful submission. If this does not clear the **Lock Icon,** then delete the invoice (click on Wastebasket Icon in Delete Column) and re-enter and submit

 The **Money Icon** indicates that the invoice has been successfully transmitted to DFAS and has been forwarded to the payment system. The invoice Date/Time in the Date Transmitted Column is replaced by the Date/Time when the invoice was passed to the payment system. The invoice date is retained in the **IAPS Submitted Commercial Invoice Details Screen** (Section 13, page 64).

 The **Lightening Icon** indicates that the invoice was transmitted to DFAS but was rejected before reaching the payment system. The date/time of rejection is shown in the Date Transmitted column. To edit the rejected invoice, click on the "**Edit**" in the Edit Column for that invoice, update the incorrect information, and submit back to DFAS WInS.

Edit Column

Invoices with an "**Edit**" displayed in the Edit Column (all except those with the **Lock Icon**) may be edited and re-submitted. Clicking on the "**Edit**" directs the user to the **IAPS View/Modify Commercial Invoice Header Screen** (Section 17, page 75).

Invoice No. Column

Clicking on the **Invoice Number** for any row directs the user to the **IAPS Submitted Commercial Invoice Details Screen** (Section 13, page 64) which displays the invoice data entered by the user. This is your archive record and should be printed and retained with your billing records

Contract No. Column

This column displays the Contract Number for each submitted invoice to assist the user in identifying their invoice data submissions.

Date Column

As described in the Status Column section above, the date in the Date Column is initially the invoice submission date (associated with the **Pencil**, **Pencil/Paper**, **or Paper Icons**). When the invoice has processed through the DoD Communications Infrastructure to DFAS, the invoice date is replaced with the processed date (associated with either the **Money** or **Lightening Icons**). If an invoice is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new invoice date and eventually this is overwritten by a new processed date.

Transaction Column

The current status of a particular invoice.

Delete Column

Any invoice that has not been processed (**Pencil Icon**) may be deleted.

The Help and Go Back Buttons

 The **Help** Button displays on-line help messages for the screen

 The **Go Back** Button directs the user to the **IAPS Commercial Invoice Header Screen** (Section 8, page 51).

16. IAPS SUBMITTED COMMERCIAL INVOICE DETAILS SCREEN

The **IAPS Commercial Submitted Invoice Details Screen** displays header, remit to information, submit to information, tax information, sac information, and line item details for an invoice submitted to DFAS. The invoice may be printed for the vendor's archive record. (See the Note regarding printing instructions below.) Each invoice must be individually selected from the **IAPS Submitted Commercial Invoices List Screen** (Section 15, page 69) for archive printing.

Figure 19. IAPS Submitted Invoice Details Screen

The Go Back Button

The **Print** Button prints a copy of the invoice.

The **Go Back** Button directs the user to the **IAPS Submitted Commercial Invoices List Screen** (Section 15, page 69).

17. IAPS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN

The IAPS View/Modify Commercial Invoice Header Screen is used to view or modify a particular IAPS invoice. The figure below depicts the IAPS View/Modify Commercial Invoice Header Screen.

Figure 20. IAPS View/Modify Invoice Header Screen

IAPS View/Modify Commercial Invoice Header Field Definitions

Table 19 (below), and Table 20 (page 1-77) list the data dictionary for each field on the **IAPS View/Modify Commercial Invoice Header Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

TABLE 20. IAPS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
DUNS NUMBER	DUNS Number	Vendor	Conditional	Select from list
CAGE CODE	CAGE Code	Vendor	Conditional	Select from list
Contract No. and Delivery Order/Call No.	Contract Number and Delivery Order/Call No.	Contract	Mandatory (Optional Delivery Order/Call No.)	Select from list
Contract Number	Contract Number	Contract	Mandatory	Automatically populated depending on the Contract number selected from the picklist
Paying Office	Paying Office		Mandatory	Automatically populated depending on the Contract number selected from the picklist
Contract Type	Contract Type		Mandatory	Automatically populated depending on the Contract number selected from the picklist
Ref Number Qualifier	Reference Number Qualifier		Mandatory	Select from list
Ref Number	Reference Number		Mandatory	1-30 characters, Alphanumeric
Invoice No.	Invoice Number	Vendor	Mandatory	13 characters, Alphanumeric and also (/ , -)
FINAL INVOICE	Final Invoice		Mandatory	Select from list
Transaction Set Purpose Code	Transaction Set Purpose Code		Mandatory	Select from list

TABLE 21. IAPS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Transaction Type Code	Transaction Type Code		Mandatory	Select from list
Total $	Total Dollar Amount	Vendor	Mandatory	Numeric
Currency Code	Currency Code		Mandatory	Select from list
Date Qualifier	Start Date Qualifier	Vendor	Mandatory	Select from list
Date	Start Date	Vendor	Mandatory	yyyy/mm/dd
Date Qualifier	End Date Qualifier	Vendor	Mandatory	System generated
Date	End Date	Vendor	Conditional	yyyy/mm/dd
Discount Percent	Discount Percent		Conditional	Numeric
Number of Discount Days	Number of Discount Days		Conditional	Numeric, nn (Integer)
Discount Date	Discount Date		Conditional	yyyy/mm/dd
Tax Type	Tax Type		Optional	Select from list
Amount	Tax Amount		Conditional	Numeric, 15 digits, including decimal
Miscellaneous Charge/Credit Codes	Miscellaneous Charge/Credit Codes		Optional	Select from list
Amount	SAC Amount		Conditional	Numeric, 15 digits, including decimal

The Go to Invoice Detail, Clear, and Help Buttons

Go to Invoice Detail	The **Go to Invoice Detail** button directs you to the **IAPS Commercial Invoice Details Screen** (Section 13, page 1-64).
Clear	The **Clear** button clears/deletes all existing entries on the screen.
Help	The **Help** button opens the online user help tool for the screen.

Click <u>here</u> to cancel the editing of this invoice returns the user to the **IAPS Submitted Commercial Invoice List Screen** (Section 15, page 1-69) unchanged.